

UNITED STATES DISTRICT COURT WESTERN DISTRICT OF WASHINGTON

Vacancy Announcement

09-WAW-14

May / June 2009

HUMAN RESOURCES SPECIALIST

Court Personnel System Classification Level: CL 27/28

Developmental Range Salary \$47,978 to \$71,290

Full Performance Range Salary \$59,978 to \$93,462

Depending upon experience and qualifications

Additional promotional potential without further recruitment

Position open until filled; preference given to resumes received by June 5, 2009

The U.S. District Court for the Western District of Washington is seeking a qualified Human Resources Specialist. This position will be located at the U.S. Courthouse in Tacoma three days per week and in Seattle two days per week. Occasional travel required. This position is part of the Consolidated Administrative Services department, which provides support in human resources, budget and procurement to the judges and staff of the U.S. District Court, Probation, and Pretrial Services. This is a human resources generalist position, providing support in all areas of human resources. This position reports directly to the Administrative Services Director.

REPRESENTATIVE DUTIES

- Serves as resource regarding personnel issues for staff, self-managing teams, supervisors and unit executives;
- Processes personnel and payroll actions such as appointments, separations, pay increases, benefits changes, etc.;
- Facilitates all aspects of the recruitment process;
- Advises and educates new and existing staff in all areas of federal and judiciary benefits;
- Develops and maintains HR tracking systems, consistent with strong internal controls;
- Advises and interprets on national and local HR policies, procedures and standards;
- Administers position and performance management systems;
- Facilitates and delivers training on human resources programs;
- Advises on Employee Dispute Resolution (EDR) program;
- Advises judges, unit executives, supervisors, and court staff on human resources matters, procedures and processes.

QUALIFICATIONS:

All candidates must have at least two years' progressively responsible experience in two or more of the following areas: processing, staffing, benefits, training and development, classification, performance management, and employee relations.

The successful candidate will possess:

- excellent employee relations skills and the ability to identify problems and suggest viable solutions;
- creativity in meeting organizational goals while dealing with limited human and monetary resources;
- demonstrated ability to utilize technology to enhance the effectiveness of administering programs;
- ability to maintain confidentiality and handle sensitive information in a discreet and professional manner;
- hands-on experience with HR processing;
- excellent written and verbal communication skills;
- ability to exercise mature judgment;
- excellent interpersonal skills;
- attention to detail and the willingness to follow routine tasks to their completion;
- excellent organizational skills;
- strong computer skills including Microsoft Office programs, databases, and web related programs;
- sustained commitment to the human resources profession;
- Human Resources experience in the United States Courts is preferred.

POSITION REQUIREMENTS

An understanding of human resources as it pertains to the mission of an organization is required. The high visibility of this position requires excellent interpersonal and communication skills and an uncompromising work ethic. Information that is available to the human resources specialist is confidential or handled on a need to know basis; maintaining confidentiality and developing trust is vital to the success of this position. Attention to detail and follow-through are critical.

APPLICATION PROCEDURES

Qualified applicants should submit the following:

- A letter of interest addressing relevant work experience
- A current resume, including salary history
- A response to the following question, in one typewritten page or less:

Tell us about a situation in your professional or volunteer experience where you had the opportunity to demonstrate leadership but you had no formal authority. How did the situation present itself, and what did you do to maximize the opportunity?

For consideration, all application materials should be submitted no later than June 5, 2009 to:

Human Resources, (09-WAW-14)
U. S. District Court
700 Stewart Street
Seattle, WA 98101

or via e-mail (WordPerfect, Word, or Acrobat .pdf format) to:

seattle_personnel@wawd.uscourts.gov

Candidates who applied under any previous announcement must resubmit all application materials in order to be considered for this position.

ADDITIONAL INFORMATION

Only qualified applicants will be considered for this position. Applicants must be United States citizens or eligible to work in the United States. Applicants selected for interviews must travel at their own expense. Qualified applicants selected for interviews will be tested.

The United States District Court requires employees to follow a code of conduct which is available upon request. Reference checks with current and former employers will be conducted on top candidates. A background investigation with law enforcement agencies, including fingerprint and criminal record checks, will be conducted as a condition of employment. Any applicant selected for a position will be hired provisionally pending successful completion of the investigation. Unsatisfactory results may result in termination of employment.

The Federal Financial Management Reform Act requires direct deposit of federal wages.

The Court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify human resources. The decision on granting reasonable accommodations will be made on a case by case basis.

The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date, any of which may occur without prior written or other notice. In the event that a position becomes vacant in a similar classification, within a reasonable time from the original announcement, management may elect to select a candidate from the applicants who responded to the original announcement without posting the position. More than one position may be filled from this announcement.

BENEFITS

Employees of the United States District Court are not covered by the Office of Personnel Management's civil service classification system or regulations and are considered "at will" employees. Judiciary employees are, however, entitled to the same benefits as other Federal employees. These include:

- 13 days paid vacation for the first three years of full-time employment. Thereafter, 20 to 26 days/year dependent upon length of federal service;
- 13 days of paid sick leave per year (unlimited accumulation);
- 10 paid holidays per year;
- Subsidized medical coverage with pre-tax employee premiums;
- Dental, vision, group life insurance and long term care options;
- Flexible Benefits Program (pre-tax flexible spending for health care, dependent care and commuter/parking costs);
- Participation in the Thrift Savings Plan (similar to a 401K plan, with employer matching);
- Participation in the Federal Employees Retirement System;
- Eligibility for Long Term Disability Plan Group Rate;
- Creditable service time in other federal agencies or the military will be added to judiciary employment.

The United States District Court is an equal opportunity employer and values diversity in the work place.